

Report Date: 13 Feb 2015

Summary Report for Individual Task
805K-79R-3102
Develop a Plan in Support of Center Recruiting Operations Plan (Health Care)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have a requirement to prepare your individual Recruiting Operational Plan and annotate it in your individual planning tools. You are at your recruiter workstation and have completed the IPE process. You have access to the following: Recruiter Calendar; UM 3-0; ADP 5-0; ADRP 5-0; Recruiter Zone Guide; Graphical Accessing Mapping Tool (GAMAT); Current USAREC Messages; Center recruiting operations plan; Lead Source Analysis; Board Schedule; UR 350-13; List of center assets; UF 711-7 mission memorandum. All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

Standard: Enter daily, weekly, and monthly recruiting operations activities that support the units ROP (known, current and future events), into Recruiter Zone electronic calendar IAW Recruiter Zone (RZ) Users Guide, obtain Center Leaders approval and implement approved plan.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Document the Microsoft Outlook calendar with yearly events.
 - a. Identify AMEDD board dates for individual missioned AOCs.
 - b. Identify seasonal activities that may impact on time and lead generation.
 - (1) National Residency Matching Program release day (Match Day)
 - (2) One time board dates
 - (3) Graduation day
 - (4) Holidays
 - (5) Leaves
 - (6) Orientation days
 - (7) Nurse pinning ceremonies
 - (8) TPU annual training event
 - (9) All other related seasonal activities
 - (10) MEPS processing Saturday
 - (11) All other related seasonal activities
 - (12) Spirit of Nursing Award
 - (13) Health care Professionals Observance day
2. Develop a detailed monthly plan in recruiter zone calendar.
 - a. Document the upcoming monthly events.
 - (1) Holidays, time-off, training holidays
 - (2) Plan school / colleges events, TAIR events, and COI events
 - (3) FS functions
 - (4) Training (e.g., Red Cycle, center, team, ATC)
 - (5) Physical Training
 - (6) Board dates
 - (7) Monthly battle assembly

- b. Obtain approval of the monthly plan with the center leader.
- 3. Document the weekly events in the recruiter zone calendar.
 - a. Shift activities from the long-range plan to specific monthly dates.
 - b. Document and identify activities that may impact time and lead generation activities.
 - c. Physical training
 - d. Center training
 - e. AAR with center leader
 - f. Schools, Colleges, hospitals, residency visits
 - g. Follow-ups traditional or via e-mail
 - h. Appointments
 - i. Prospecting methods (12345)
 - j. Applicant Processing (i.e. MEPS, application preparation, picking up processing documents, travel/windshield time)
 - k. Board deadlines
- 4. Document the daily events in the recruiter zone calendar.
 - a. Processing activities (e.g., physical exams, packet preparation)
 - b. Prospecting/Prospecting results (e.g., leads generated, appointments conducted, appointments made)
 - c. Follow-up activities
 - d. Scheduled appointments
 - e. Travel/Windshield time
 - f. Administrative activities
 - g. Personal activities
 - h. Training
 - i. All other relevant activities
 - j. AAR with center leader
- 5. Review recruiting operational plan with center leader and obtain approval.
 - a. If plan is not approved revise/update changes and resubmit to the center leader.

- b. Update approved plan and validate activities with center leader.
 - c. Schedule next AAR with center leader.
6. Implement the plan and make adjustments as needed.
- a. Annotate planned results in recruiter zone calendar. (i.e. documents secured)
 - b. Annotate prospecting results in recruiter zone calendar. (i.e. appointments made, follow-ups completed, etc)

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Documented the Microsoft Outlook calendar with yearly events.			
a. Identified AMEDD board dates for individual missioned AOCs.			
b. Identified seasonal activities that may impact time and lead generation.			
(1) National Residency Matching Program release day (Match Day)			
(2) One time board dates			
(3) Graduation day			
(4) Holidays			
(5) Leaves			
(6) Orientation days			
(7) Nurse pinning ceremonies			
(8) TPU annual training event			
(9) All other related seasonal activities			
(10) MEPS processing Saturday			
(11) All other related seasonal activities			
(12) Spirit of Nursing award			
(13) Health Care Professional Observance day			
2. Developed a detailed monthly plan in recruiter zone calendar.			
a. Documented the upcoming monthly events.			
(1) Holidays, time-off, training holidays			
(2) Planned school / college events, TAIR events, and COI events.			
(3) FS functions			
(4) Training (e.g., Red Cycle, center, team, ATC)			
(5) Physical Training			
(6) Board dates			
(7) Monthly battle assembly			
b. Obtained approval of the monthly plan with the center leader.			
3. Documented the weekly events in the recruiter zone calendar.			
a. Shifted activities from the long-range plan to specific monthly dates.			
b. Documented and identified activities may impact time and lead generation activities.			
c. Physical training			
d. Center training			
e. AAR with center leader			
f. Schools, Colleges, hospitals, residency visits			
g. Follow-ups traditional or via e-mail			
h. Appointments			
i. Prospecting methods (12345)			
j. Applicant Processing (i.e. MEPS, application preparation, picking up processing documents, travel/windshield time)			
k. Board deadlines			
4. Documented the daily section of the planning tool to reflect the next two weeks of activities:			
a. Processing activities (e.g., physical exams, packet preparation)			
b. Prospecting results (e.g., leads generated, appointments conducted, appointments made)			
c. Follow-up activities			
d. Travel/Windshield time			
e. Scheduled appointments			
f. Administrative activities			
g. Personal activities			
h. Training			

i. All other relevant activities			
j. AAR with center leader			
5. Reviewed recruiting operational plan with center leader and obtain approval.			
a. If plan was not approved, revised/updated changes and re-submitted to the center leader.			
b. Updated approved plan and validated activities with center leader.			
c. Scheduled next AAR with center leader.			
6. Implemented the plan and made adjustments as needed.			
a. Annotated planned results in recruiter zone calendar. (i.e. documents secured)			
b. Annotated prospecting results in recruiter zone calendar. (i.e. appointments made, follow-ups completed, etc).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	Yes	No
	ADRP 5-0	The Operations Process	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None